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The HRPA Reports

Learning Objectives

⇒ Define terms, concepts, and procedures.

⇒ Demonstrate how to create the reports.

⇒ Explain the purpose of the information in these reports.

Table of Contents

Chapter Overview

Various Personnel Administration reports can be run from the AASIS HR module. Some reports can be downloaded into Microsoft Word, or Excel. The following is a list of some of Personnel Administration reports along with authorized users.

Report Users Overview

	Agency, State Personnel Admin.	Agency, State Personnel Mgmt	Agency, State Personnel Specialist	Agency, State LWOP Account.	Agency Employee Benefits Specialist	State Org & Comp Specialist
Ad Hoc Query (S_PH0_48000510)	X	X	X			
Career Service Report for Upcoming Month (SQ01)	X	X				X
Employee List (S_AHR_61016369)	X	X				
Headcount Changes (S_L9C_94000095)	X	X			X	
EEO4 Verification (ZPEEO4_VERIFY)		X				
Logged Changes in Infotype Data Report (S_AHR_61016380)	X	X				X
Missing Infotype Report (ZPYUSR0002_A)	X	X				X
Employment Reporting Form (ZERF)		X				

(Note: The transaction codes are in parenthesis for quick access)

Report Tree

The report tree organizes the reports in the *Human Resources* different areas (*Personnel Management, Time Management*, etc.) Here is an example of a Report Tree for *Personnel Management*.
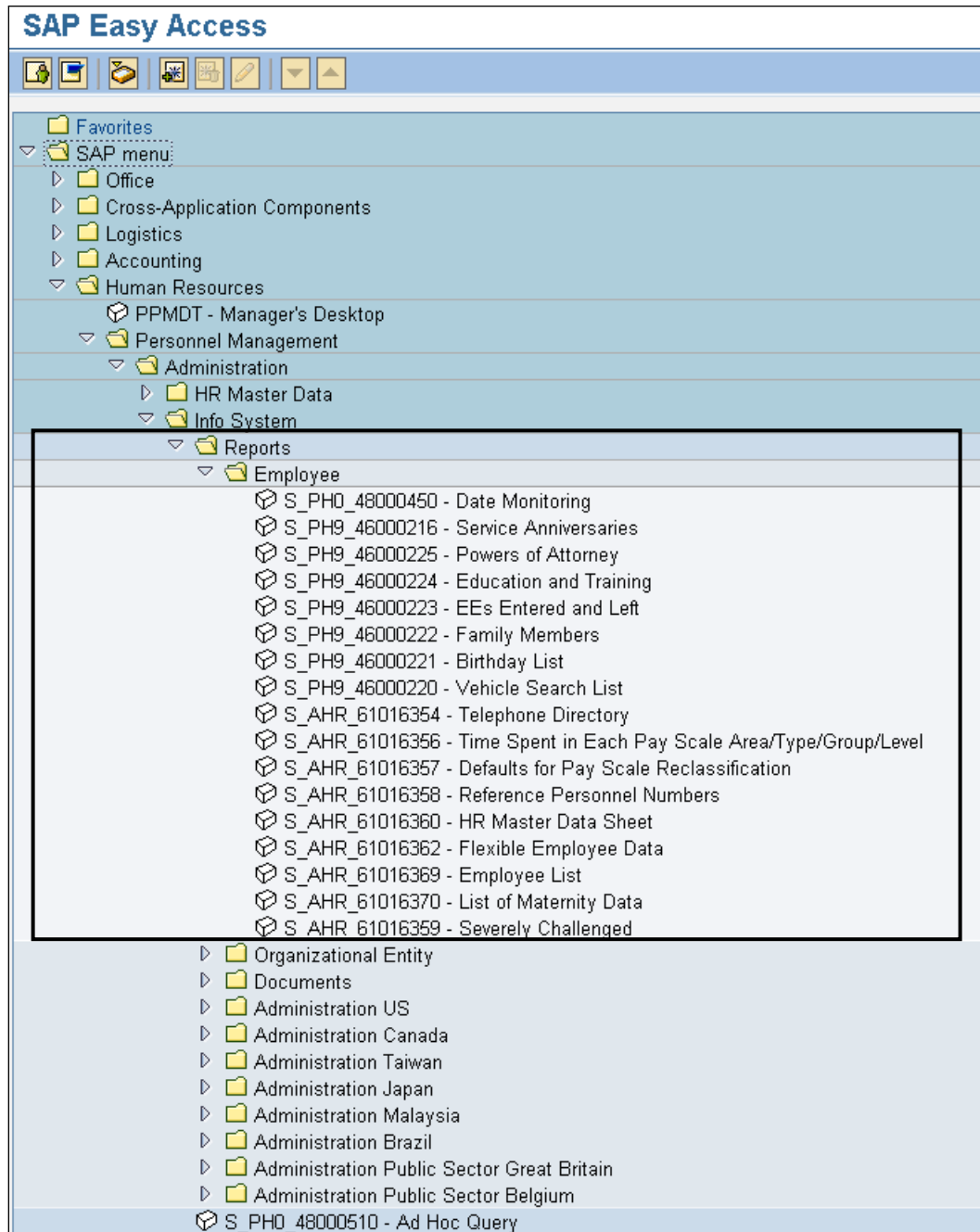
HR Ad Hoc Query

The purpose of this report is to allow customization of information from the employee master data records. The accuracy of any report is only as good as the information entered into the system. This is a wonderful reporting tool because it allows the user to design an individual report. Consider the following when setting up the reporting criteria:

- What information is required for the reviewing process?
- What information must be reflected in the report?

To aid in the explanation of this report, the following scenario is used:
Tony wants a list of new hire employees within his business area. In his report, he wants to include new hires, transfers, and rehires from July 1 to December 31. He wants the report to include: personnel area, personnel number, employee name, action type.

Action Steps:

1. Enter *S_PH0_48000510* in the command field. <Enter> .
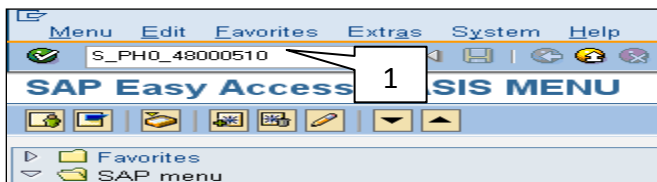
2. The InfoSet Selection screen displays, select *ZHR_PA_ADMIN (HR Ad Hoc Query)*
3. Verify the *User Group* is *HR Personnel Administration (SAP/Query/H2)*,
4. <Green check mark> to continue to the *InfoSet Query* screen
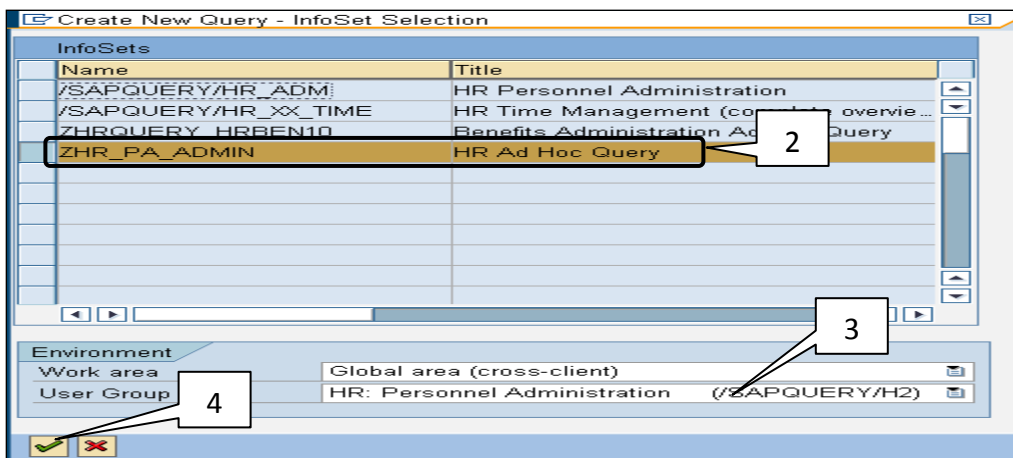

There are three sections of the Ad Hoc Query report where parameters need to be established. These sections are: Reporting Period, Selection criteria, and Output criteria.
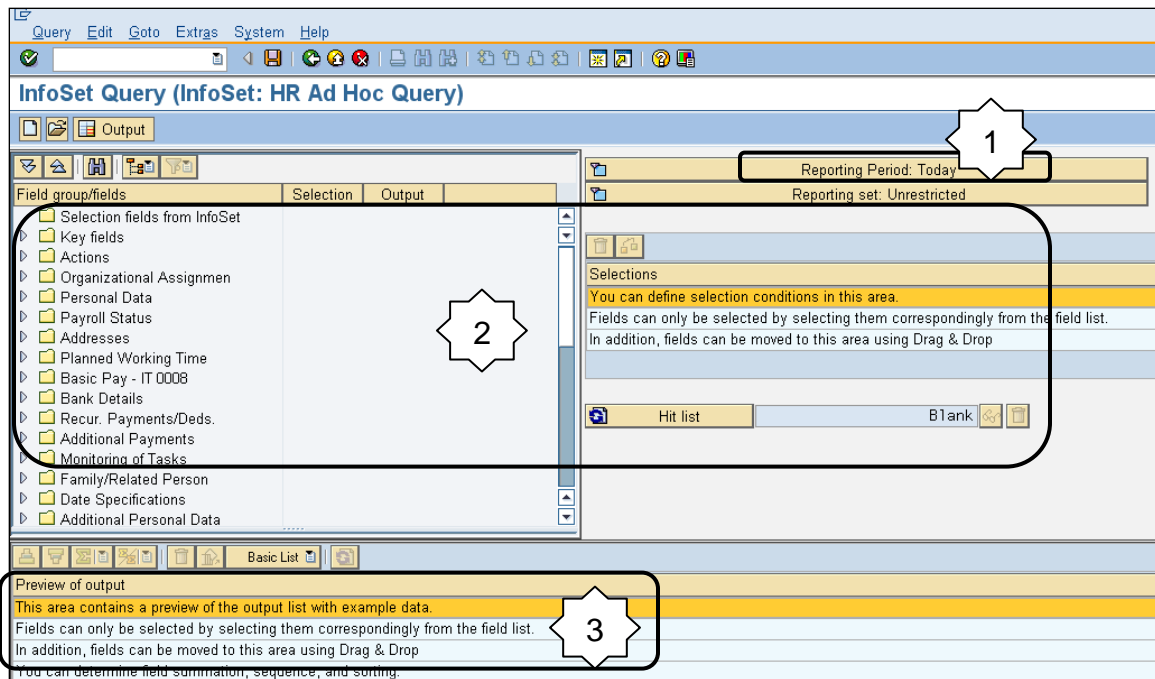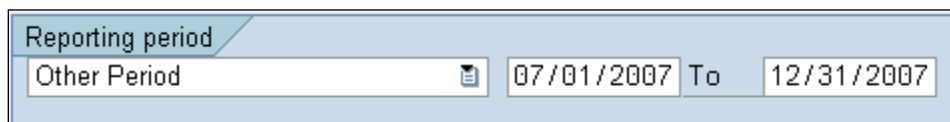
1 Reporting Period

The *Reporting Period* determines the time frame of the report. The default is *Today*.

1. To change the time period, select <List Type> [icon] to review the list of time frames. Tony selects *Other Period*.
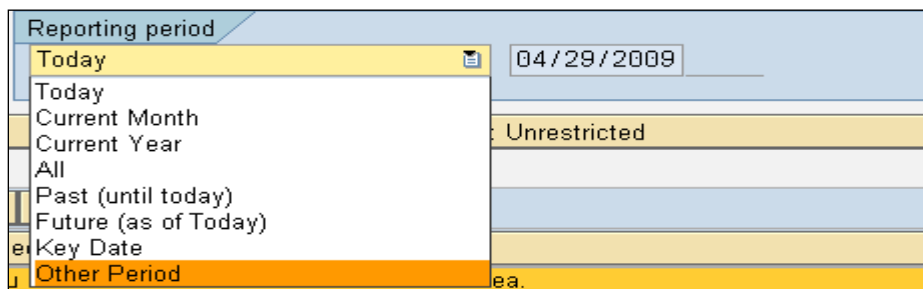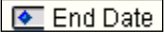

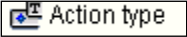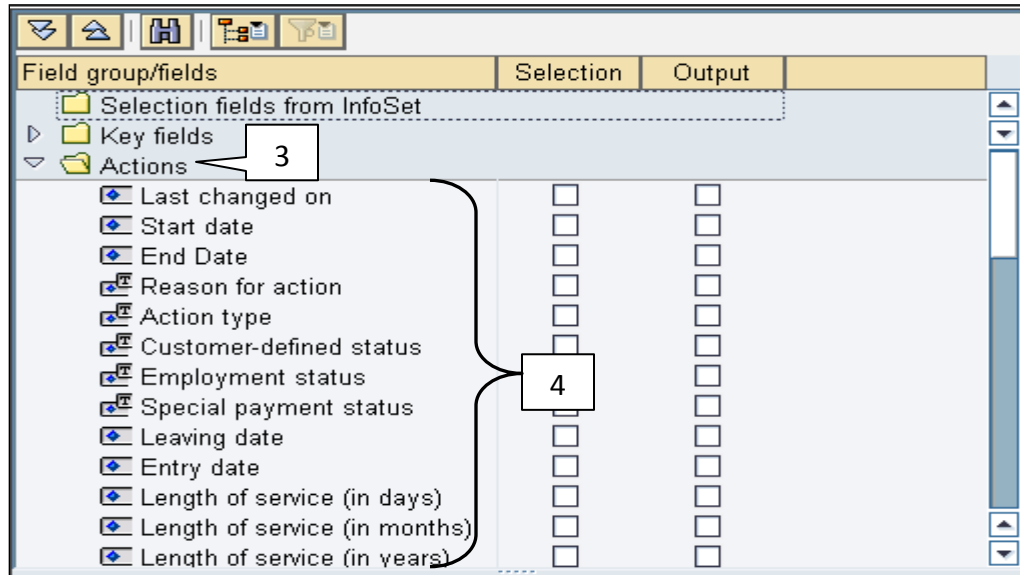2. After selecting *Other Period*, enter the dates (July 1 to December 31.)

2 Selection Criteria

The selection criterion is specific information Tony needs for his report. The *Field group/field* box represents the names of the PA infotypes.

3. To activate a group, click the arrow ◪ next to *Field group/field* name to view the list of the different fields for the infotype.
4. Data is available in two different formats. Indicators to the left of each option designate the data type.
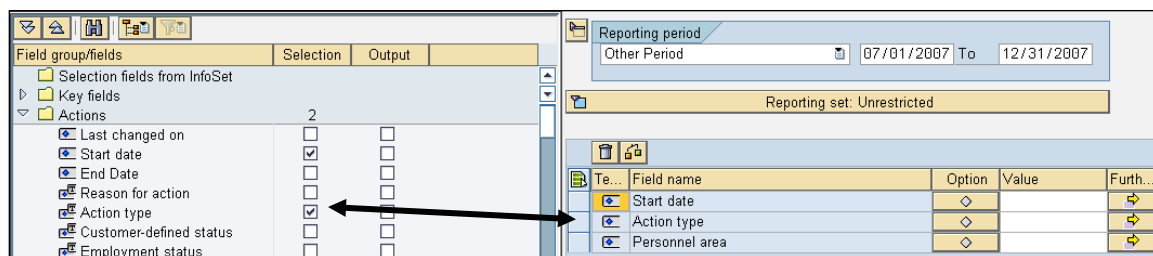
◆ End Date → The blue diamond indicates the data is numeric.

◆ᵀ Action type → The blue diamond with the letter 'T' indicates the data value is in either a numeric value, text, or both.

Two columns are located to the right of the *Field group/fields. Output* reflects the data which displays as output on the report. *Selection* allows for restriction of the data to be included in the report. As a criterion is checked in the *Selection* field, listing displays under *Field Name* located to the right. Parameters must be set. If not, the system reads all data within the AASIS system. This could potentially result in poor system performance.

Setting Field Name Values

The field name value is defined by: 1) typing directly in the field; 2) selecting from the field's drop-down list, [icon] or 3) using <Multiple selection>[icon].

5. Field Name: Personnel Area

This criterion may be entered by typing the information directly into the field or selecting from the list in the drop-down box. To include all personnel area designations for a business area, type the two-letter designator followed by two asterisks (PT**.)

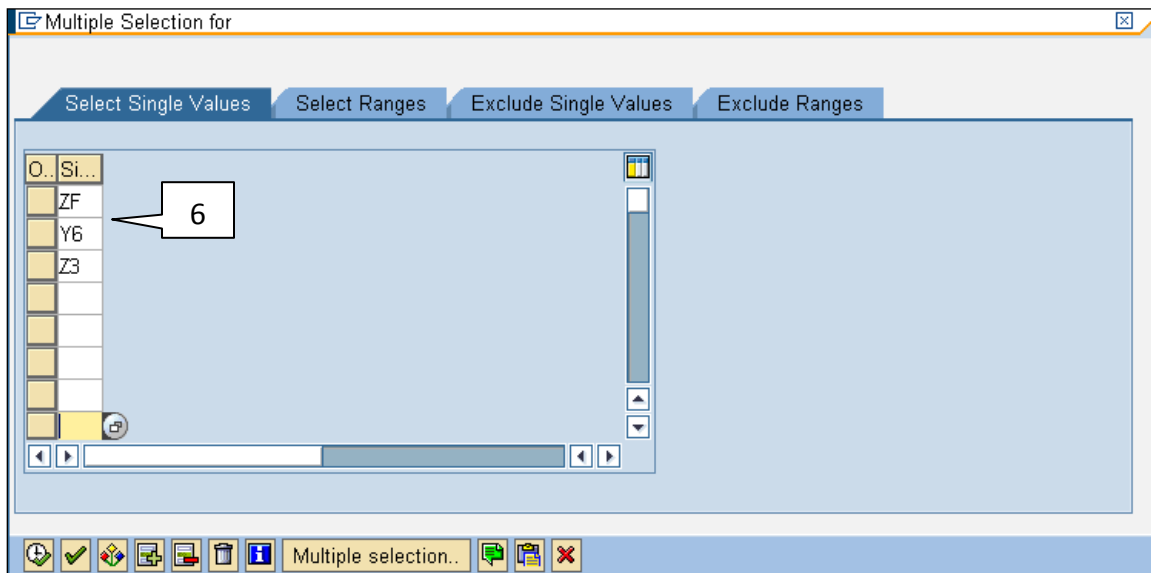| Te...	Field name	Option	Value	Furth...
[◆]	Start date	◇		➡
[◆]	Action type	◇		➡
[◆]	Personnel area	[×]	PT**	➡

6. Field Name: Action type

Tony wants a list of employees who are new hires, rehires, and transfers for the timeframe of July 1, 2007 through December 31, 2007. Since Tony has three values, he must use <Multiple selection> [icon].

In *Multiple Selection*, there are four tabs. 'Single values' tabs require specific criteria for the report. 'Ranges' tabs allow the user to set up a range of criteria. The *Select* tabs (*Single Values* and *Ranges*) read the data to be included in the report. The Exclude tabs (Single Values and Ranges) read the data to be excluded from the report.

Multiple Selection for

Select Single Values | Select Ranges | Exclude Single Values | Exclude Ranges

O.. | Si...
ZF — 6
Y6
Z3

Multiple selection..

When finished selecting criteria, <Copy> [icon] to finalize your selections and return to the main screen.

7. Field Name: Start date

The Start date is July 1 through December 31. Within *Multiple Selection,* Tony must use *Select Ranges* because he has a date range. The lower limit is the beginning of the range and the upper limit is the end of the range.
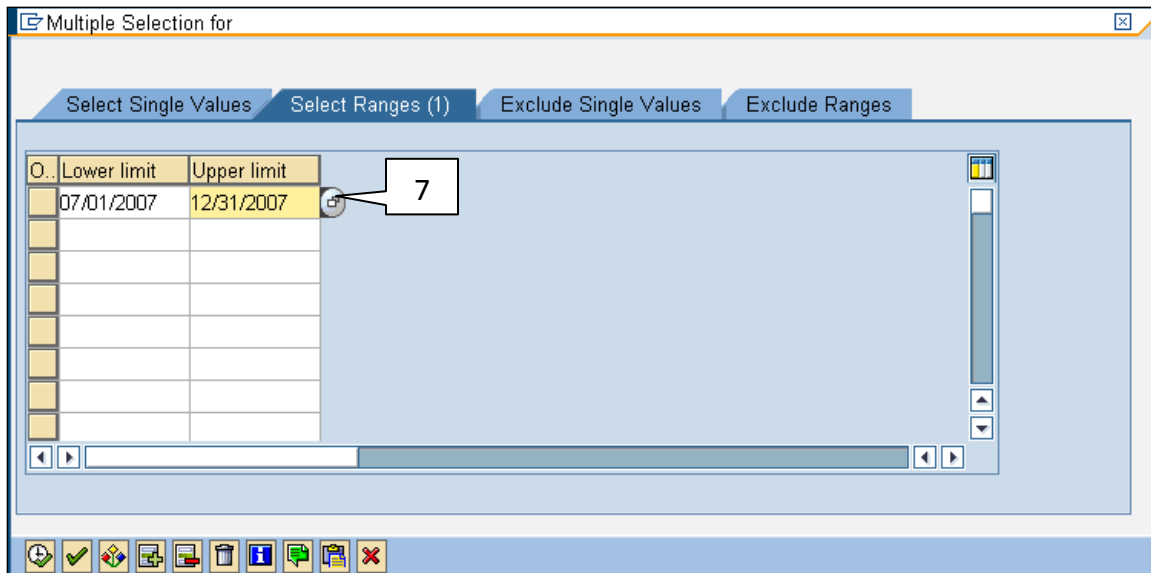
When selecting criteria is completed, <Copy> [icon] to finalize selections and return to the main screen.

After the values are selected, the Option field reflects a Green indicator.

> [x] indicates there is a pattern.

> [ ] indicates a range is selected.

> = indicates there are specific values.

Without selecting these values, the AASIS system would review all the personnel areas within an agency silo and all the action types. This could potentially result in poor system performance.

<div style="float:left">③</div>

Output Criteria

The output option allows for determining the data that will be reflected on the report. As selections for output are completed, a column displays in the lower portion of the screen providing an example of the information that will be reflected in the report. This is also the order in which the information is reflected in the report.

8. Select output criteria. Tony wants the following as output: personnel area, personnel number, name, action type, start date.

9. Before executing the report, click <Hit List> [Hit list] to check the number of hits is reflected by the current selection criteria.

<Display hit list> 🔍 to preview the names that will display on the report.

	Pers.No.	Empl./Appl.Name
	2567	Annie Parker
	2568	Billy Parker
	2569	Carrie Parker
	2570	Donnie Parker
	2571	Effie Parker
	2572	Fred Parker
	2573	Gina Parker
	2574	Harry Parker
	2575	Ivana Parker
	2576	Juan Parker
	2577	Kelly Parker
	2578	Larry Parker
	2579	Myra Parker

☞ If the hit list number is very high (1000 people), review the selection criteria. Adjustment of the selection criteria may be needed to narrow the parameters for your search.

☞ If there are zero or too few people, too many restrictions may apply or some other selection criteria may be incorrect. In this example, there are 64 people reflected on the report and the expected number of people is 640.

☞ If zero is reflected in the hit list, check the reporting period. If the reporting period is not set up, it may prevent the report from executing properly.

10. Value vs. Text

In the field group/field column, indicators to the left of each option designate the data type.

As output fields are selected, an example of how the data will appear in the report is reflected.

To change the output, right click on the column name to activate a menu box. In this example, the *Personnel area* column is reflected in text format only. To display both the personnel area number and text, select ***value and text.***

Now, the report will include both the personnel area number and name.

PA	Personnel area text		Last name First name
AC01	Appraiser Licensing-Certificat		Last name First name13
AE01	Auditor of State		Last name First name9
AH02	Arkansas Department of Aeronau		Last name First name7
AH03	DAH - Trapnall Hall		Last name First name15

Rearrange the columns by highlighting on the column (Name of action type) to move using Drag and Drop.

Before Drag and Drop:

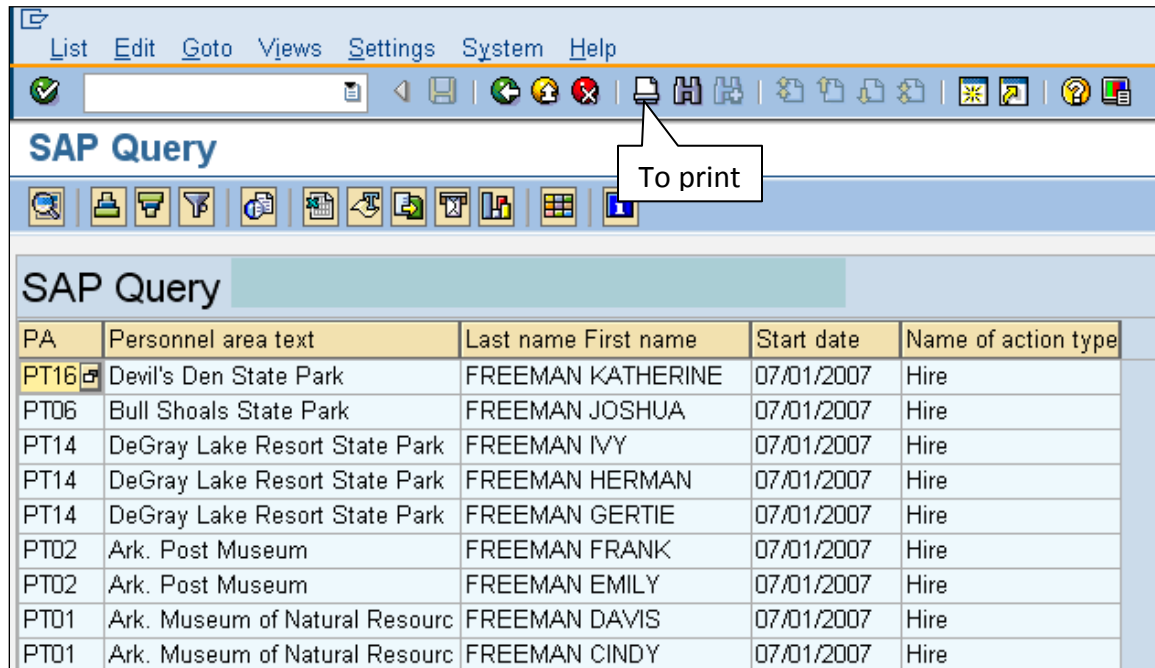| PA	Personnel area text	Pers.no.	Last name First name	Name of action type	Start date
AL01	Appraiser Licensing-Certificat	00000013	Last name First name15	Corrected entry	11/20/2007
AH03	Auditor of State	00000009	Last name First name14	Terminate Concurrent Empl.	11/05/2007
AC01	Arkansas Department of Aeronau	00000007	Last name First name5	Fast Entry for Hire	11/11/2007
AH03	DAH - Trapnall Hall	00000015	Last name First name7	Reclassification	12/11/2007
AH03	DAH - Territorial Capitol	00000010	Last name First name7	Rehire	12/30/2007
AD01	Arkansas Ethics Commission	00000002	Last name First name2	Conversion from Legacy (Ark)	11/11/2007
AA01	Appraiser Licensing-Certificat	00000010	Last name First name5	Rehire	01/09/2008
AN01	DAH - Mosaic Templars	00000011	Last name First name11	Biennium Conv. Update Grade	01/23/2008

After Drag and Drop:

PA	Personnel area text	Last name First name	Start date	Name of action type
AC01	Appraiser Licensing-Certificat	Last name First name13	10/13/2008	Terminate Concurrent Empl.
AE01	Auditor of State	Last name First name9	12/30/2008	Rehire Board/Comm Mbr
AH02	Arkansas Department of Aeronau	Last name First name7	10/30/2008	One Time Payout - Hire
AH03	DAH - Trapnall Hall	Last name First name15	01/14/2009	One Time Payout - Termination
AH05	DAH - Territorial Capitol	Last name First name10	12/30/2008	One Time Payout - Termination

11. <Start output> Output to execute the report. Example of report below:

PA	Personnel area text	Last name First name	Start date	Name of action type
PT16	Devil's Den State Park	FREEMAN KATHERINE	07/01/2007	Hire
PT06	Bull Shoals State Park	FREEMAN JOSHUA	07/01/2007	Hire
PT14	DeGray Lake Resort State Park	FREEMAN IVY	07/01/2007	Hire
PT14	DeGray Lake Resort State Park	FREEMAN HERMAN	07/01/2007	Hire
PT14	DeGray Lake Resort State Park	FREEMAN GERTIE	07/01/2007	Hire
PT02	Ark. Post Museum	FREEMAN FRANK	07/01/2007	Hire
PT02	Ark. Post Museum	FREEMAN EMILY	07/01/2007	Hire
PT01	Ark. Museum of Natural Resourc	FREEMAN DAVIS	07/01/2007	Hire
PT01	Ark. Museum of Natural Resourc	FREEMAN CINDY	07/01/2007	Hire

Printing the Report

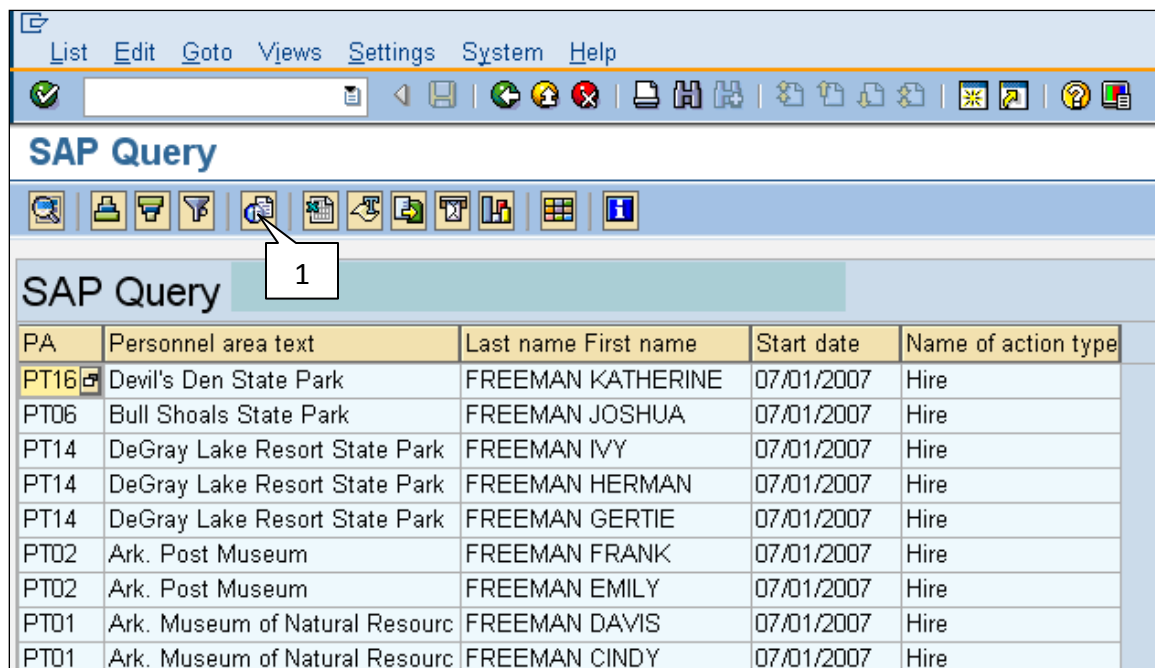After the report appears on the screen, <Print> ⎙ to print a paper copy of the report.

To export the Report to Excel

1.   <Print preview> ⌸ .

2. <Spreadsheet> ▣ . The report may be exported to an Excel spreadsheet.

PA	Personnel area text	Last name First name	Start date	Name of action type
PT16	Devil's Den State Park	FREEMAN KATHERINE	07/01/2007	Hire
PT06	Bull Shoals State Park	FREEMAN JOSHUA	07/01/2007	Hire
PT14	DeGray Lake Resort State Park	FREEMAN IVY	07/01/2007	Hire
PT14	DeGray Lake Resort State Park	FREEMAN HERMAN	07/01/2007	Hire
PT14	DeGray Lake Resort State Park	FREEMAN GERTIE	07/01/2007	Hire
PT02	Ark. Post Museum	FREEMAN FRANK	07/01/2007	Hire
PT02	Ark. Post Museum	FREEMAN EMILY	07/01/2007	Hire
PT01	Ark. Museum of Natural Resourc	FREEMAN DAVIS	07/01/2007	Hire
PT01	Ark. Museum of Natural Resourc	FREEMAN CINDY	07/01/2007	Hire

3. Select Spreadsheet, dialog box displays; select "All Available Formats."

4. Select "Excel (in Existing XXL Format.)"

5. <Green check mark> ☑ .

Select Spreadsheet

Formats:

○ Excel (in MHTML Format)

○ Star Office 8 Calc / OpenOffice.org 2.0 Calc

◉ All Available Formats

Excel (In Existing XXL Format)

Excel (in MHTML Format)
Excel (in MHTML Format for 2000/97)
Star Office 8 Calc / OpenOffice.org 2.0 Calc
Excel (in Office 2003 XML Format)
SAP-Internal XML Format
Excel (In Existing XXL Format)
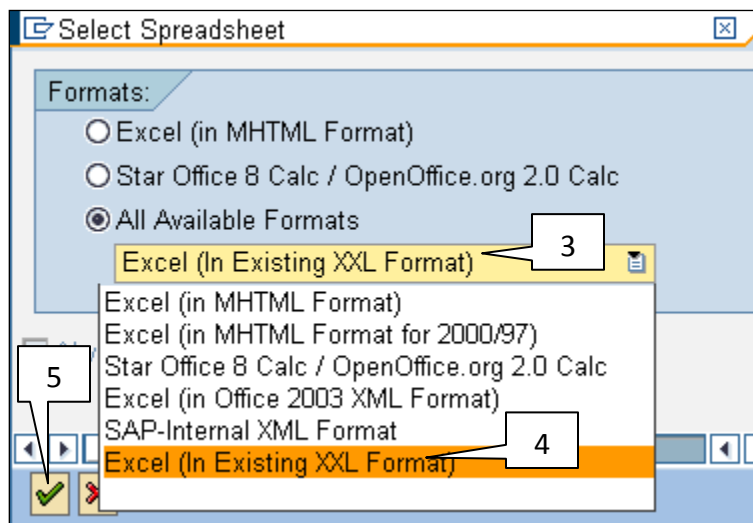
6. A box displays reflecting a selection choice for the type of Excel spreadsheet preferred. For a regular spreadsheet, select *table* and <Green check mark> .

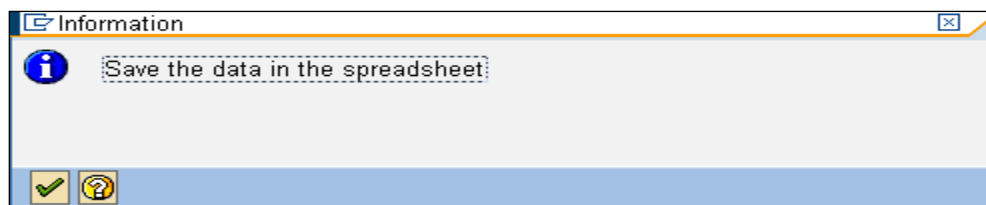7. A second box displays, <Green check mark> .
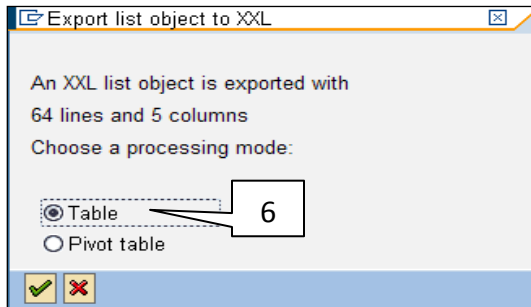
First Box
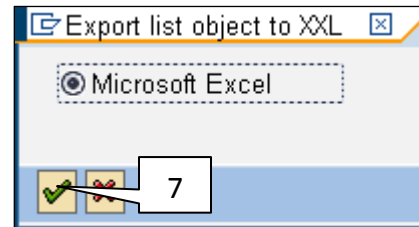
Second Box

Excel opens and the spreadsheet is now displayed.

At the same time, a small box displays on the screen. This box is hidden behind the Excel spreadsheet. <u>Do not click the **<Green check mark>** yet!</u> If you do, the Excel spreadsheet will close!


Save your Excel spreadsheet on your computer. After saving the spreadsheet and closing Excel, the *Save the data* message will close and return you back to the online version of the report. When you are finished, <Exit> .

Career Service Report for the Upcoming Month

This report reflects individuals who have been employed by the state for 10 years or more. Any employee with the role of Payroll Systems Management may use it to process the career service bonus.

Action Steps:

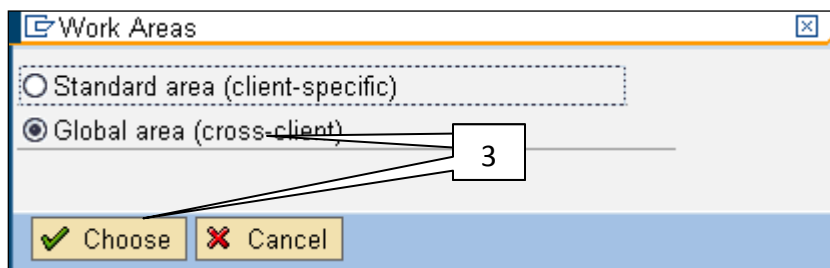1. Enter *SQ01* in the command field. <Enter> ![icon].
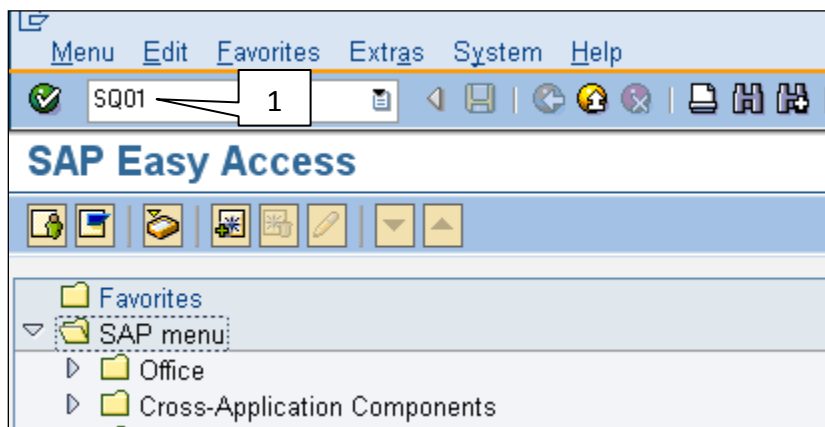
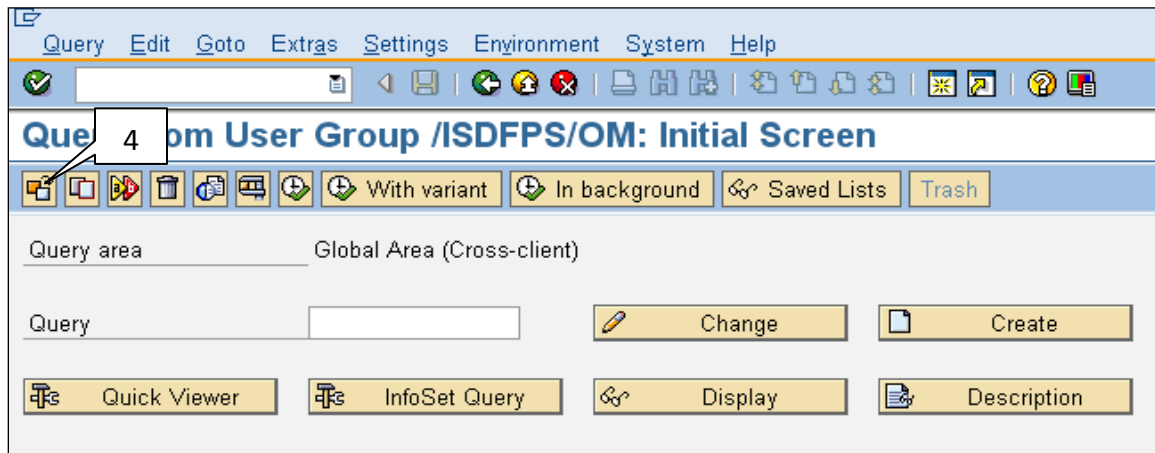2. Click on *Environment* on the Menu bar, select *Query areas* from the drop-down list.
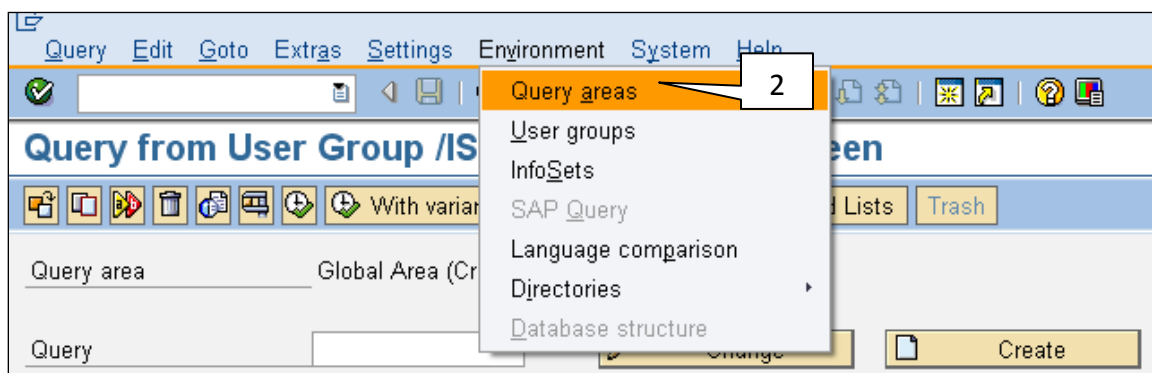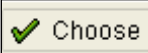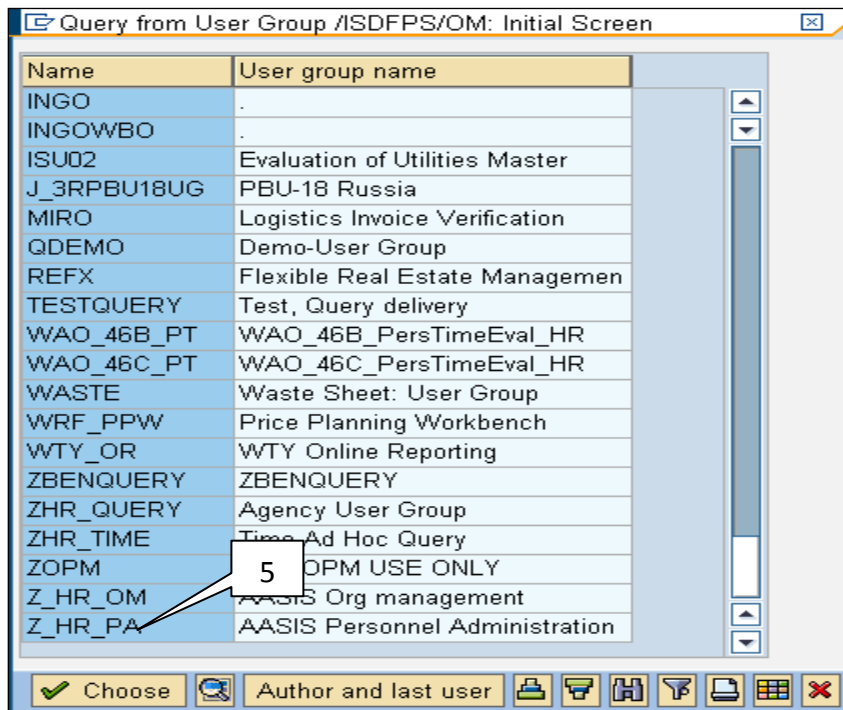

3. Work Area box displays, select *Global area (cross-client)*,

   <Choose> ✔ Choose .

4. <Other user group> ![icon] to activate a dialog box.

5. In the drop-down, scroll down and select *Z_HR_PA AASIS Personnel
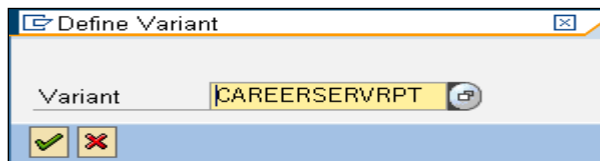   Administration.* <Choose> ![Choose icon] .

6. Click in the Query field to activate the dialog box, select *Z_CAR_SERV_CUR.* <Choose> ✔ Choose

7. <With Variant> ⊕ With variant
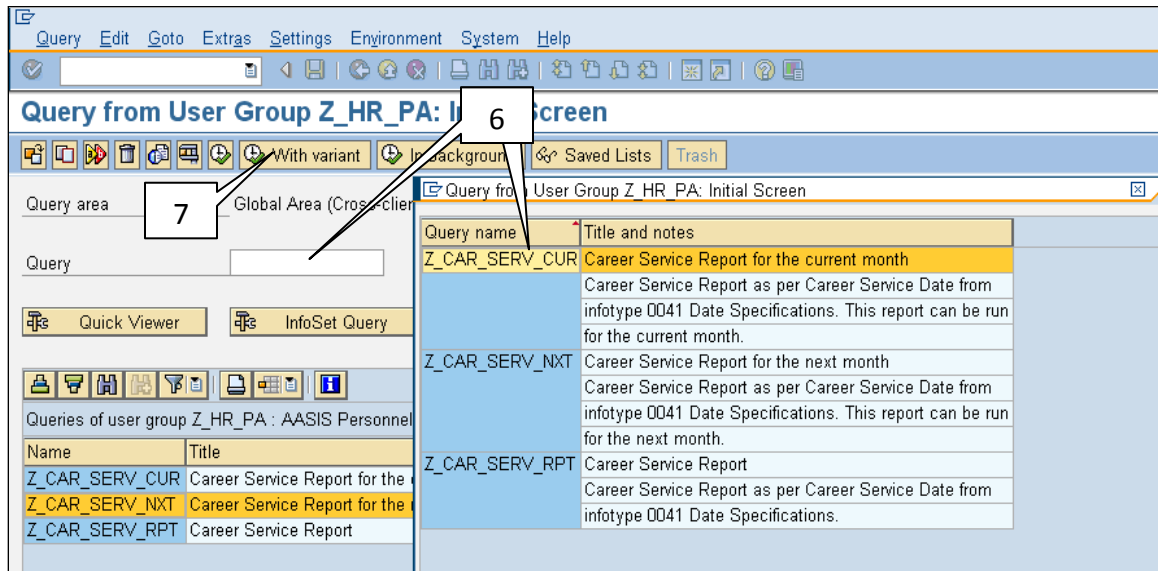
8. The *Define Variant* dialog box displays, <Continue> ✔.

9. Period defaults Today. Do not change.

10. Employment status defaults to ≠ 0 (not equal to zero) so the report will not include employees who are no longer employed with the agency.

11. Enter the *Personnel area(s)* to review. If all Personnel Areas within a Business Area are required, enter the two letter designator, followed by **. For example: FA**

12. Years of Service per Career defaults to ≥ 10 (greater than or equal to 10) for employees who have 10 or more years of state employment.

13. Date type defaults to Z2 for (Career Service Date.)

14. <Execute> ⊕ .

Program Edit Goto System Help

Career Service Report for the current month

14

Further selections   Search helps   Org. structure

Period

⦿ Today   9   ○ Current month   ○ Current year
○ Up to today   ○ From today
○ Other period
    Data Selection Period   To
    Person selection period   To

Selection   10
    Personnel Number
    Employment status   ≠ 0
    Personnel area   FA01   11
    Personnel subarea
    Employee group
    Employee subgroup

Program selections   12
    Years of Service per Career   ≥ 10   to
    Date for date type   to
    Date type   Z2   to
    Business area   13   to
    Employment status   to
    End Date   to
    Start date   to
    Personnel Number   to

In *Multiple Selection*, there are four tabs. The single value tabs require specific criteria for the report. The ranges allow the user to set up a range. The *Select* tabs (*Single Values* and *Ranges*) read the data to be <u>included</u> in the report. The Exclude tabs (Single Values and Ranges) read the data to be <u>excluded</u> from the report.

Multiple Selection for Personnel area

Select Single Values   Select Ranges   Exclude Single Values   Exclude Ranges

O.. Sin...
    fa01
    fa06
    fa10

Multiple selection..

Here is how the report looks:

Printing the Report

After the report appears on the screen, <Print> 🖨 for a paper copy of the report.

To export the report to Excel

1. <Print preview> [icon].

2. <Spreadsheet> [icon] to export to an Excel spreadsheet.

3. Select Spreadsheet, dialog box displays, select *"All Available Formats."*

4. Select *"Excel (in Existing XXL Format.)"*

5. <Green check mark> [icon].
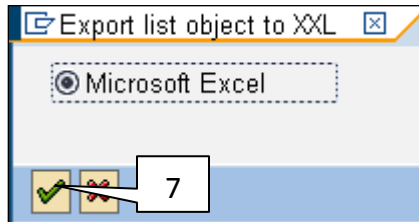
6. A box displays to allow for selection of Excel spreadsheet table type. For a regular spreadsheet, it is best to select *table*. <Green check mark>.
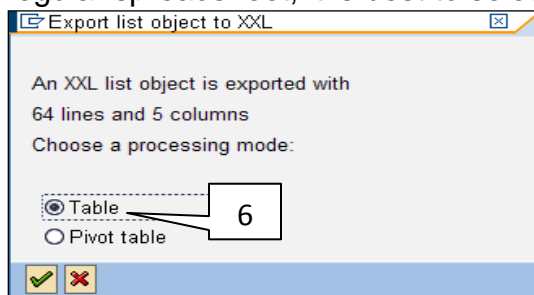
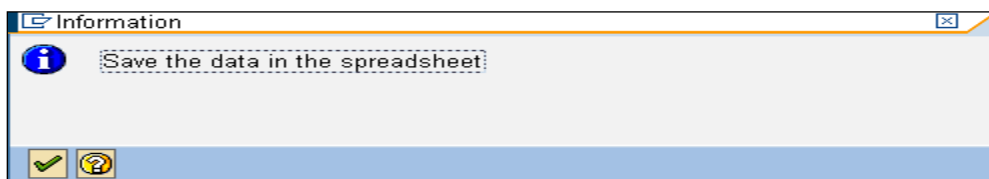7. Second box appears, <Green check mark>.

Excel opens and the spreadsheet displays.

At the same time Excel opens with the spreadsheet, a small box will appear on the screen. This box is hidden between the Excel spreadsheet. Do

not click on the <u>Green check mark></u> <u>yet!</u> If you do, the Excel spreadsheet will close!

Be sure to save your Excel spreadsheet on your computer. <Exit> .

Employee List

When executed, this report extracts employee data. The report output is a standardized report. However, the end user may elect to customize the output by making adjustments. Execute this report by entering the transaction code (*S_AHR_61016369)* or using the menu path.

The menu path for this report is:
Human Resources > Personnel Management >Administration > Info System > Reports >Employee>Employee List

Restriction of selection criteria by personnel area, business area, etc is required when executing this report. Otherwise, extraction of employee data will be extracted for all participating AASIS agencies.

Scenario: You want to view a list of new employees by business area for the timeframe beginning 01/01/2009 through 06/30/2009.

Action Steps:

1. Enter the transaction code (*S_AHR_61016369*) in command field and press the Enter key. <Enter> ✅ .
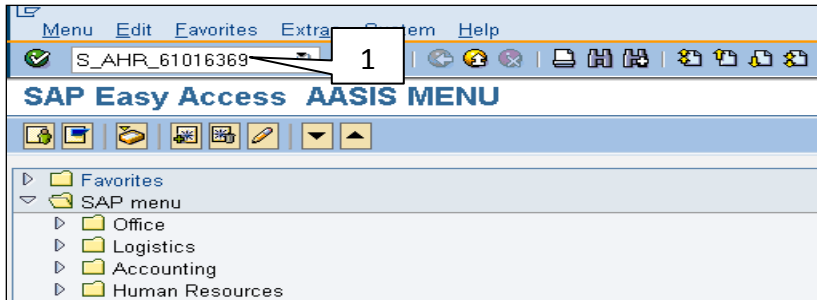
2. Determine the *Period* to be displayed on this report. The report defaults to *Today*. The time frame to be reviewed is Jan. 1 to June 30 of the current year; therefore, select *Other period.*
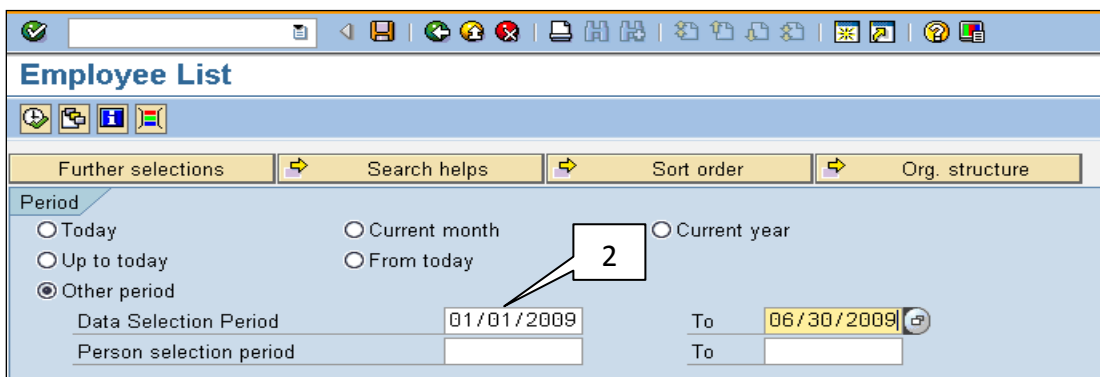
Using Further Selections

In this section, the end user must select the criteria required for specific data extraction. If additional fields are required for inclusion, the end user may modify the field listed in the selection section by selecting <Further selections>

| Further selections | to activate a criteria box.

The Choose Selection Fields box contains a list of criteria for additional selection. To include/exclude fields, click on the square to the left of the field name and use

the arrows ▶ to move options from the left side to the right side. After all

moves are completed, <Green check mark> ✓.

The end user decides the last field is not necessary. To delete a selection field, click on the square in front of the field name(s). Since this field is not necessary, click <Cancel> ◀.
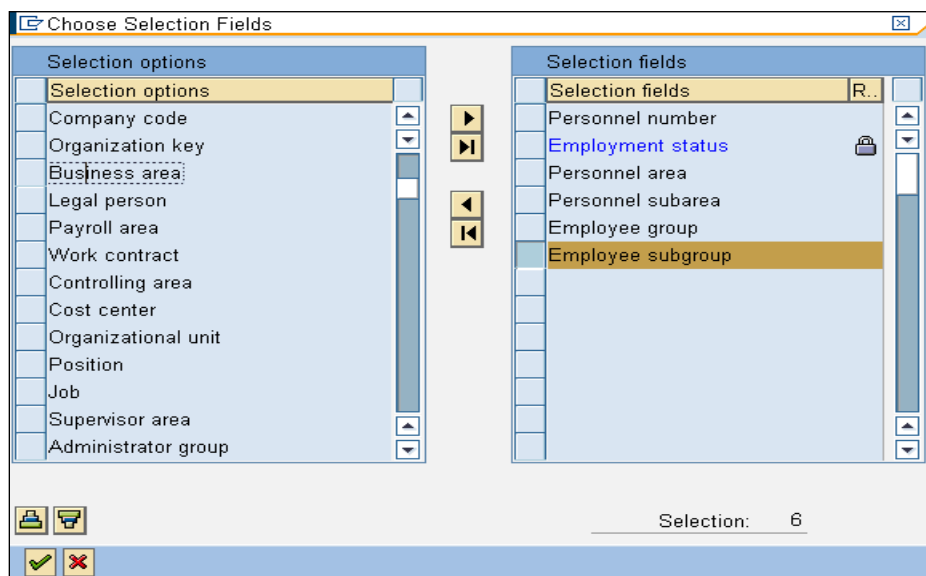
When you view the *Selection fields*, the prompts have now changed. Below reflects the movement of fields from the Selection options to the Selection fields and vice versa.
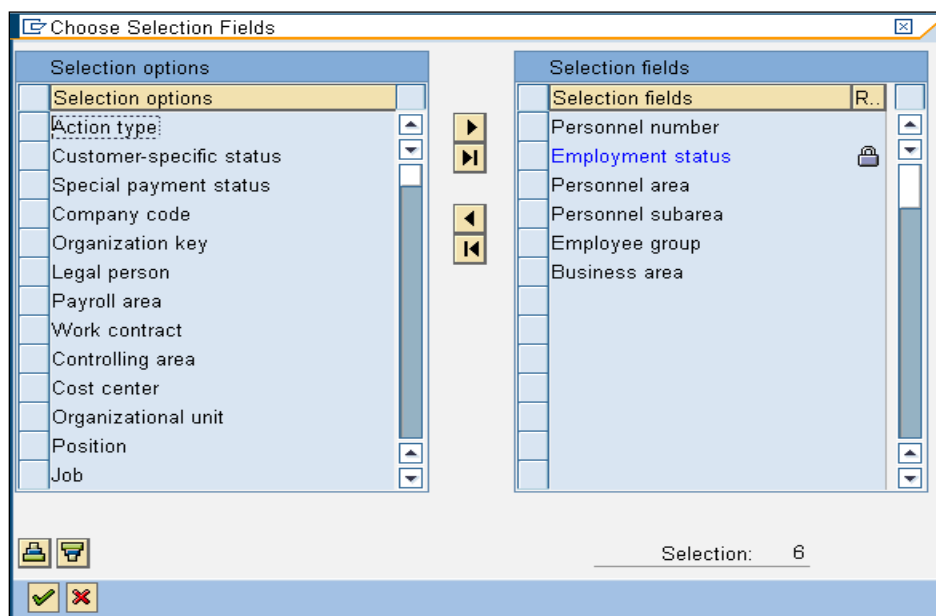
Selection Section

With the selection criteria modified, select the required criteria for running this report. Remember, we are looking for all employee data, within a designated business area, beginning 01/01/2009 to 06/30/2009.

3. The *Employment status* defaults to - not equal to 0 (Withdrawn).
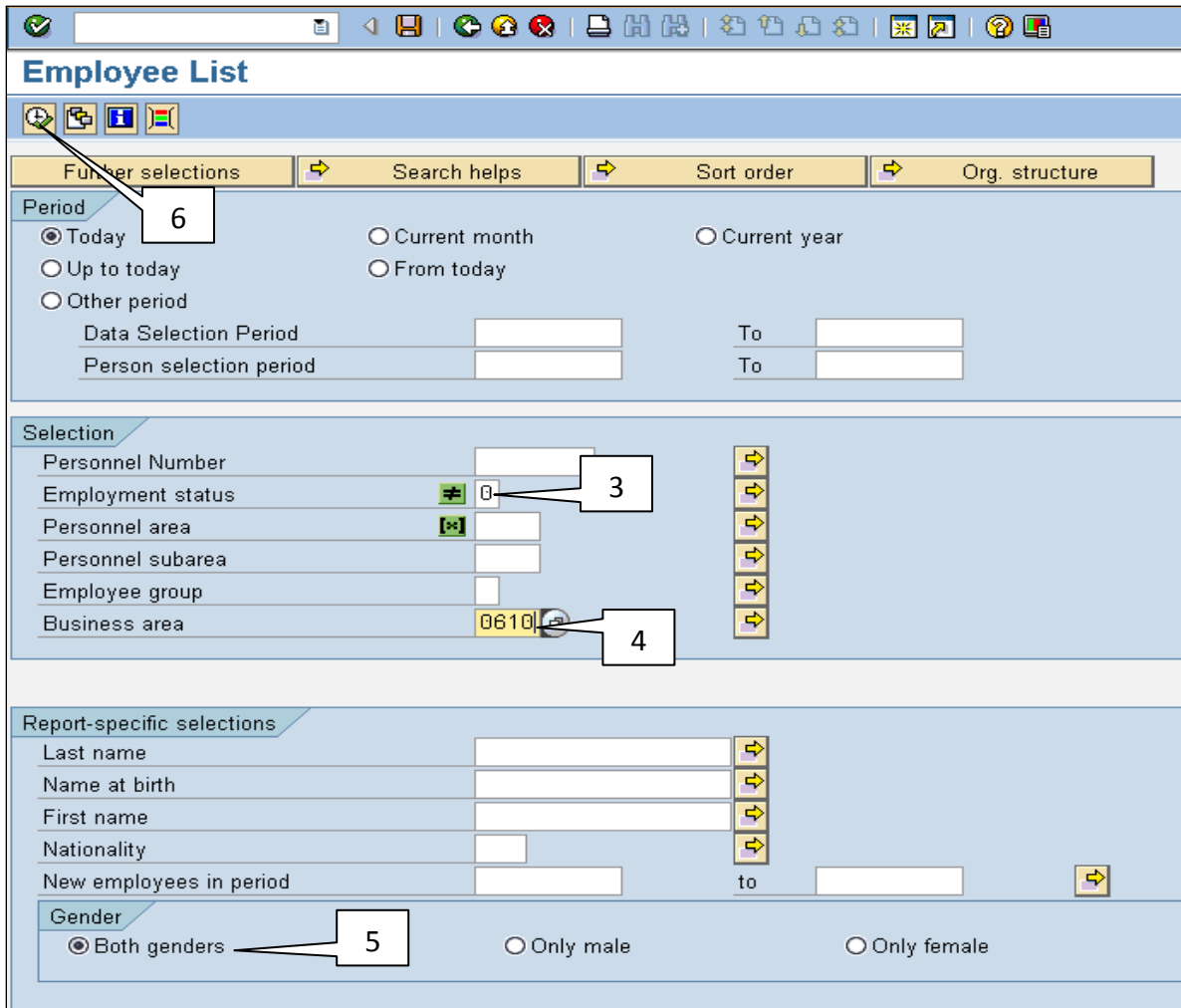
4. Enter *Personal Area* or *Business Area*.

   Hint: If you want to choose all Personnel Areas within a Business Area, enter the two letter designator followed by **. For example: FA**

Selection		
Personnel number		➡
Employment status	≠ 0	➡
Personnel area	FA**	➡
Job		➡
Employee name		➡
Action type/action reason		➡

5. *Gender* defaults to *Both genders*.

6. <Execute> ⊕

Employee List

Further selections	➡ Search helps	➡ Sort order	➡ Org. structure

Period
- ◉ Today   ○ Current month   ○ Current year
- ○ Up to today   ○ From today
- ○ Other period

| Data Selection Period | | To | |
| Person selection period | | To | |

6

Selection

| Personnel Number | | |
| Employment status | ≠ 0 | ➡ | **3**
Personnel area	[x]	➡
Personnel subarea		➡
Employee group		➡
Business area	0610	➡	**4**

Report-specific selections

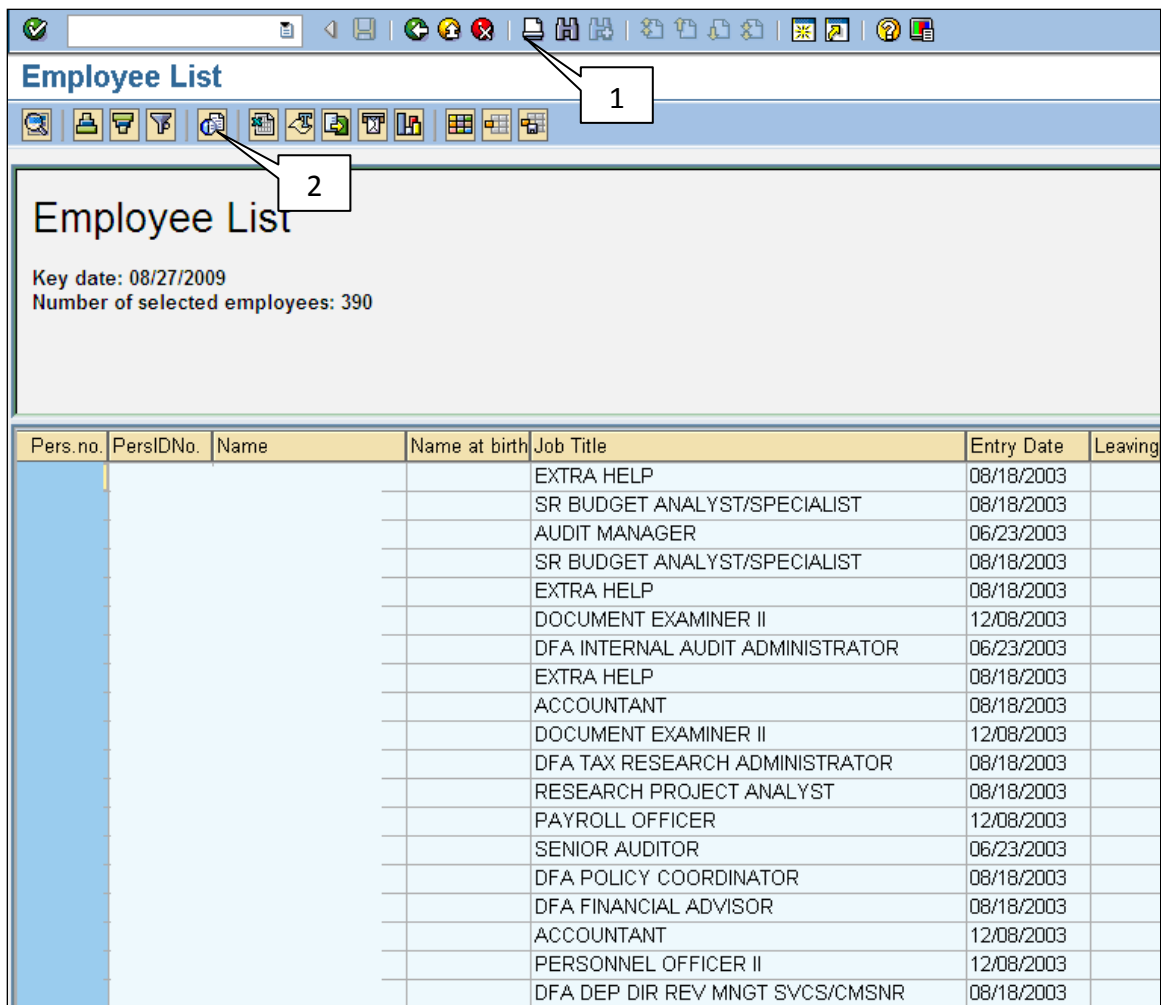| Last name | | ➡ |
Name at birth		➡
First name		➡
Nationality		➡
New employees in period		to	➡

Gender
- ◉ Both genders   **5**   ○ Only male   ○ Only female

The report displays (as shown below). Sort format is numeric order by Personnel number.
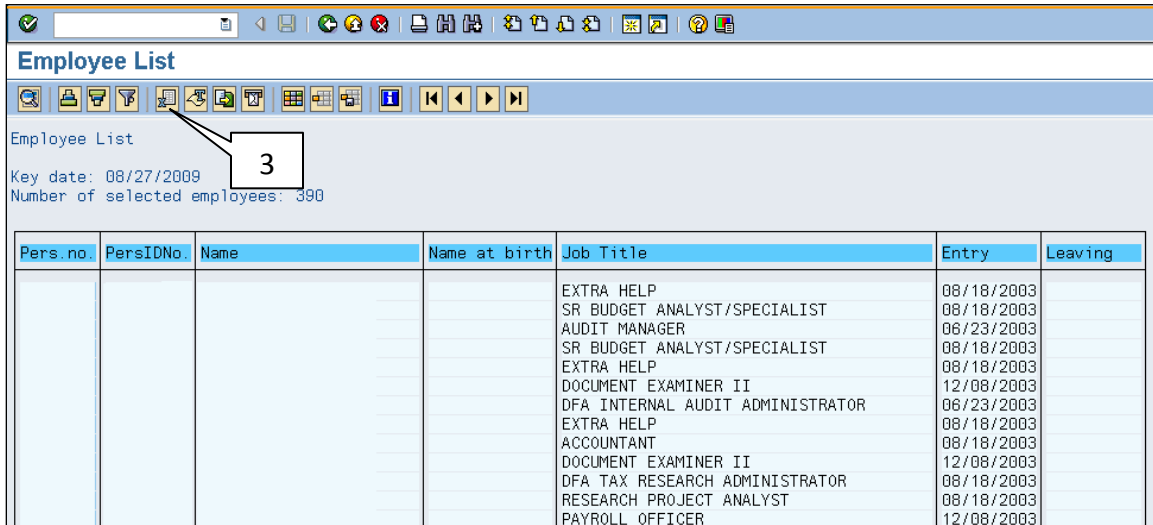
Printing and Exporting to Excel

1. After the report is generated and to print the report <Print> 🖨️ .

2. To export to Excel, <Print preview> 📋.

Employee List

Employee List

Key date: 08/27/2009
Number of selected employees: 390

Pers.no.	PersIDNo.	Name	Name at birth	Job Title	Entry Date	Leaving
				EXTRA HELP	08/18/2003	
				SR BUDGET ANALYST/SPECIALIST	08/18/2003	
				AUDIT MANAGER	06/23/2003	
				SR BUDGET ANALYST/SPECIALIST	08/18/2003	
				EXTRA HELP	08/18/2003	
				DOCUMENT EXAMINER II	12/08/2003	
				DFA INTERNAL AUDIT ADMINISTRATOR	06/23/2003	
				EXTRA HELP	08/18/2003	
				ACCOUNTANT	08/18/2003	
				DOCUMENT EXAMINER II	12/08/2003	
				DFA TAX RESEARCH ADMINISTRATOR	08/18/2003	
				RESEARCH PROJECT ANALYST	08/18/2003	
				PAYROLL OFFICER	12/08/2003	
				SENIOR AUDITOR	06/23/2003	
				DFA POLICY COORDINATOR	08/18/2003	
				DFA FINANCIAL ADVISOR	08/18/2003	
				ACCOUNTANT	12/08/2003	
				PERSONNEL OFFICER II	12/08/2003	
				DFA DEP DIR REV MNGT SVCS/CMSNR	08/18/2003	

3. Print preview reflects the view of the report. The report may be exported to an Excel spreadsheet where further manipulation of data may be performed, click <Spreadsheet> [icon].

4. Select Spreadsheet, dialog box displays; select "All Available Formats."
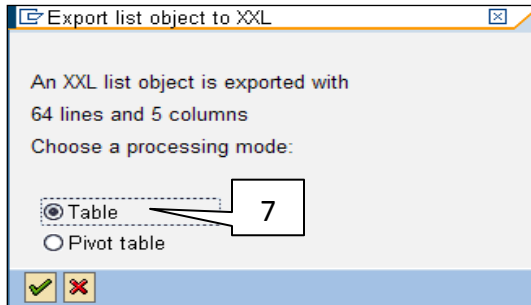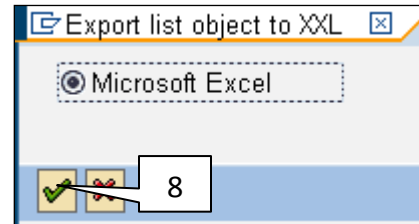
5. Select "Excel (in Existing XXL Format.)"

6. <Green check mark> [icon].
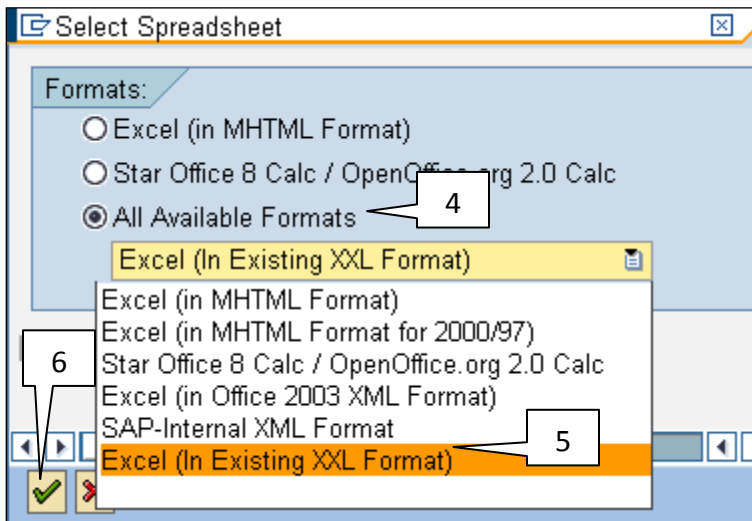
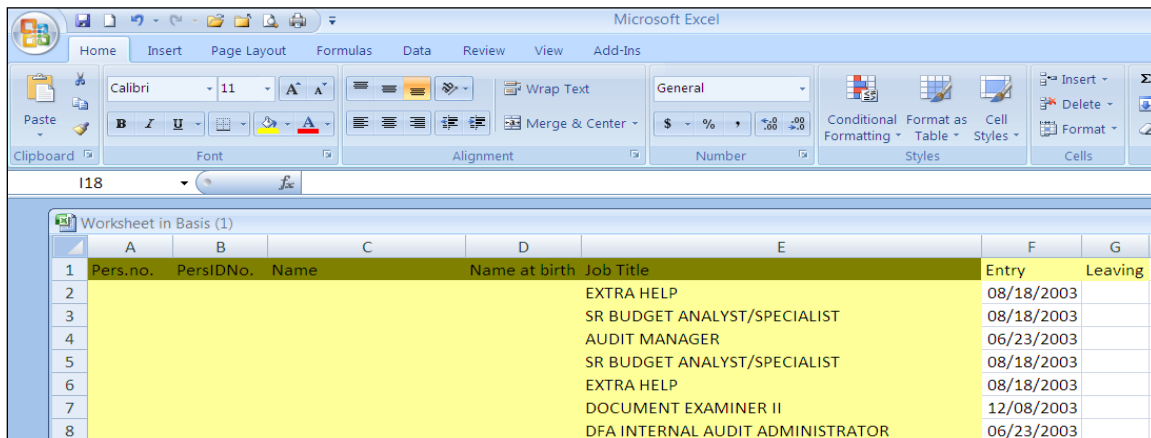7. A box displays for selection of Excel spreadsheet table type. For a regular spreadsheet, it is best to select *table* and <Green check mark> .

8. Second box displays, <Green check mark> .

First Box

Second Box

9. Excel opens and the spreadsheet displays.

At the same time Excel opens with the spreadsheet, an information box displays.

<u>Do not click on the</u> **<Green check mark>** yet! If you do, the Excel spreadsheet will close!
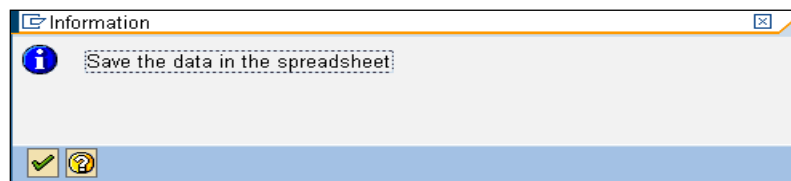
Save the Excel spreadsheet on your computer. After saving the spreadsheet and closing Excel, the *Save the data* message closes and returns back to the online version of the report. To exit out of the report, <Exit> .

EEO4 Verification Report
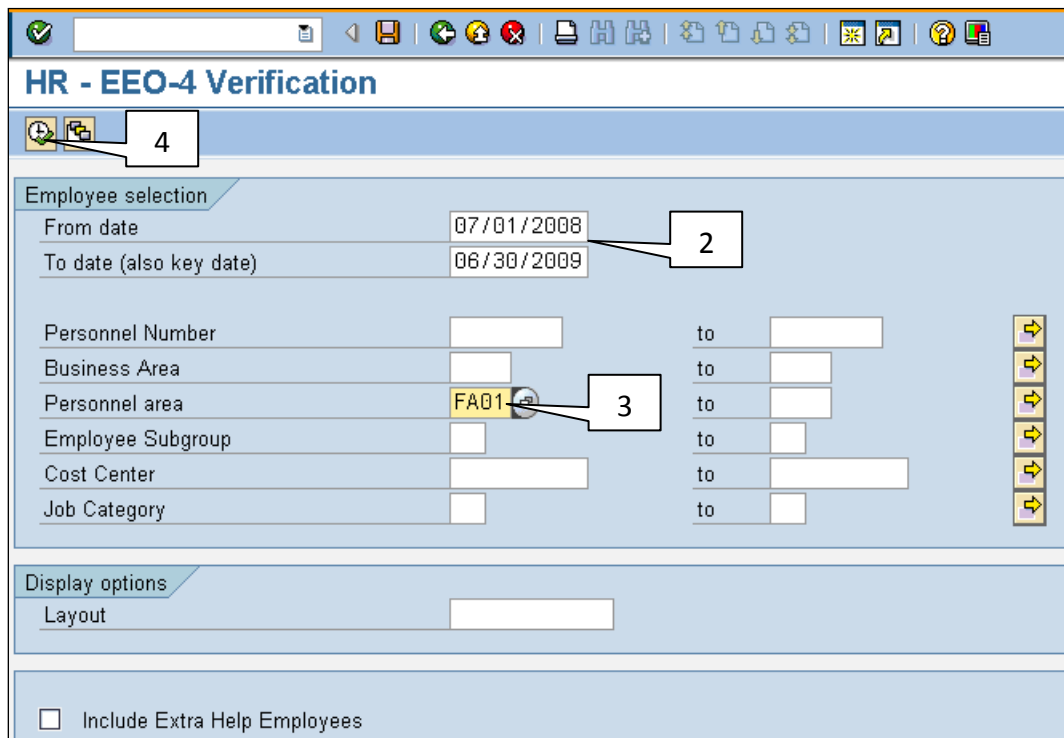
Agencies use this report for reviewing of missing data such as employee ethnic origin, gender, and part-time indicator information. This employee information is provided to the federal government. You may access this report by entering the transaction code (ZPEEO4_VERIFY).

Action Steps:

1. Enter *ZPEEO4_VERIFY* in the command field. <Enter> ✅ .

2. The *From and To* dates default with the current fiscal year. For this report, the year is July 1, 2007 to June 30, 2008.
3. Enter the personnel number(s), personnel area, or business area. Use <Multiple selection> arrow to enter a range or more than one code.
4. <Execute> . As the program runs, different infotype numbers appear in the lower left corner of the screen.

Verify the employee's mater data, especially the Gender, Ethnic Origin, and Part-time information. If the employee works less than 100%, there is an **"X"** in the Part-time column. In the example below, the gender information is unknown.

It is extremely important that this information is accurate. If any missing or incorrect information is discovered, modifications of master data may be performed directly within this report.

Correcting Information

1. Double-click on the employee's *Personnel Number* to go directly to *PA-30 Maintain HR Master Data.* The employee's personnel number selected appears in *Personnel No.* field.

2. Select *Personal Data* (IT0002) to update gender.

3. <Display> to view the information.

4. Below, the gender information is missing. <Back> ![back icon] to return to *Maintain HR Master Data* screen.
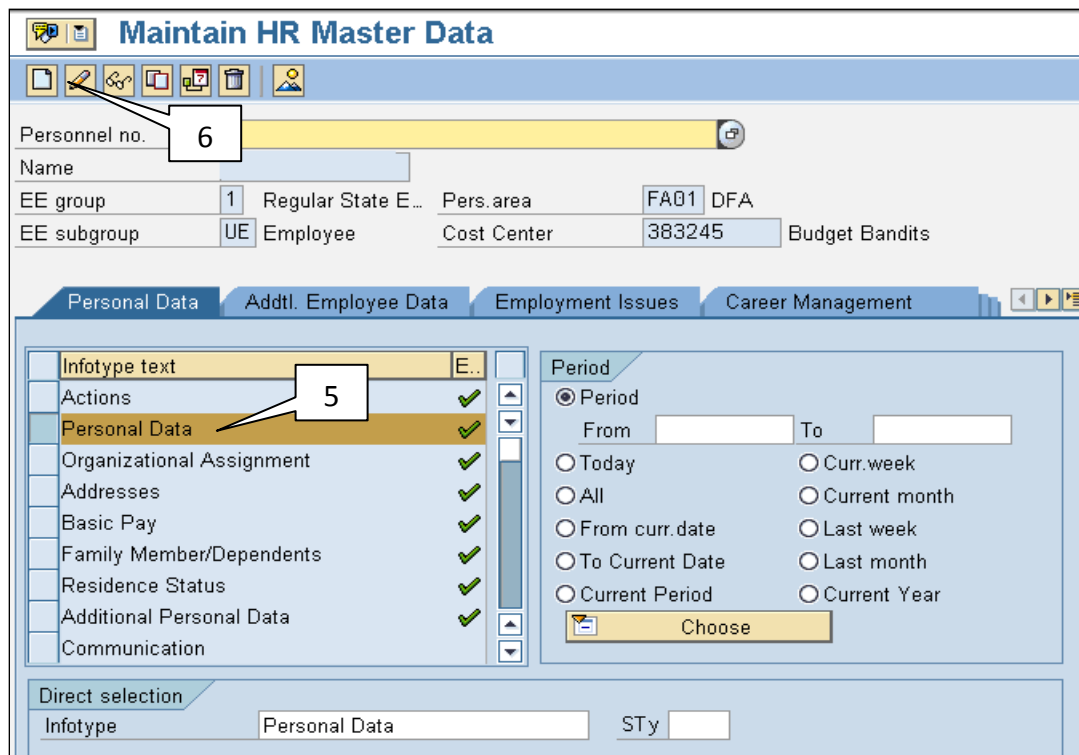
5. Select *Personal Data* (IT0002).

6. <Change> ![pencil icon]. Change is being used because the information is either incorrect or missing.

7. Upon opening of the infotype, the gender defaults to female. Select the correct gender.

8. <Enter> ✓ to validate the information.

9. <Save> to save the information and return to the *Maintain HR Master Data* screen. Close *PA30* to return to the EEO4 Verification report.

10. To verify the change, re-run the report. Below, the information is updated.

If the Ethnic Origin information is incorrect, the same process is used. View *Additional Personal Data* (IT0077).

Logged Changes in Infotype Data
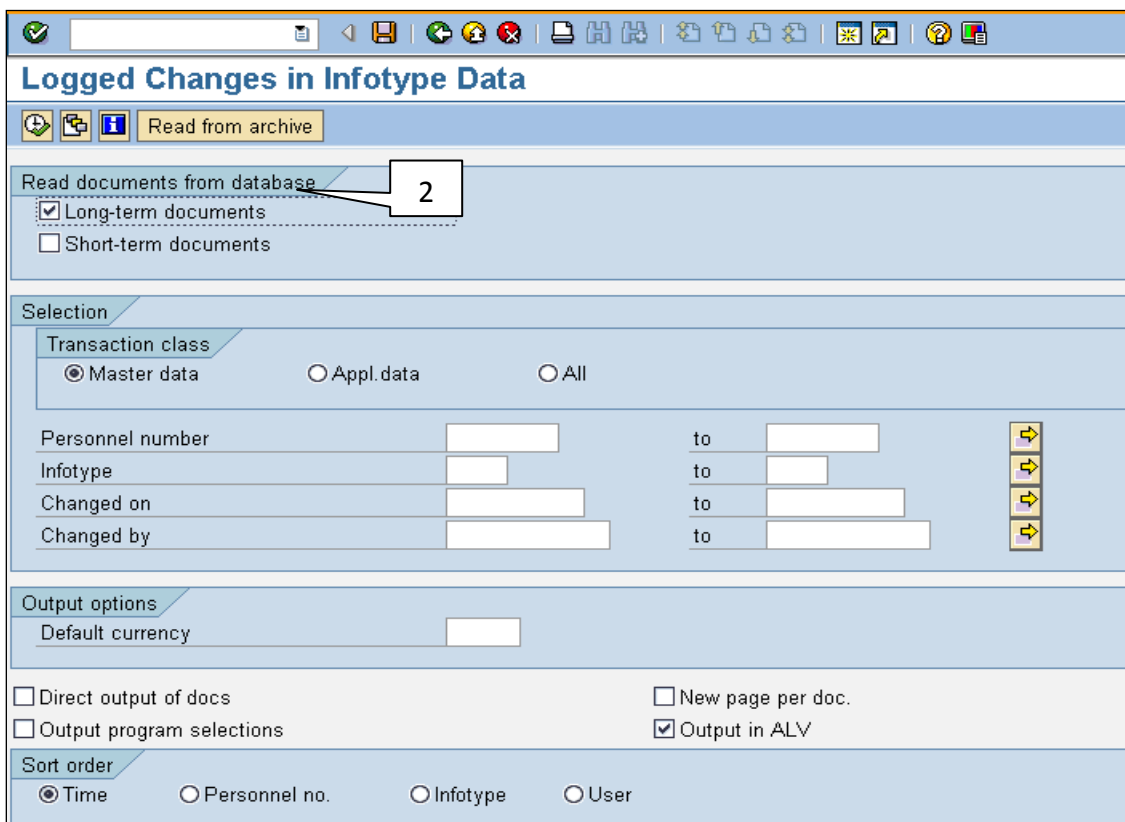
The Logged Changes in Infotype Data report is a log of changes made to infotype records in master data. Three sections are available to select a format by which to view these changes. It is very helpful in trying to resolve issues with pay because the report provides date, time, and name of changes made to an employee's information.

Action Steps:

1. Enter *S_AHR_61016380* in the command field. <Enter> ⊘ .
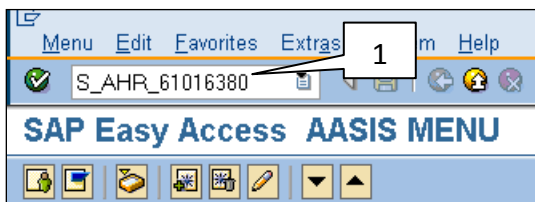
2. Select *Read documents from database* prompt.
   - Long-term documents define data that is sorted according to personnel number and infotype. This format is used for revisions. These documents are used to identify the end user making the change, deletion, creation etc. in data records, as well as the date this task is performed.
   - Short-term documents define data that is sorted according to the date the infotype record is edited.
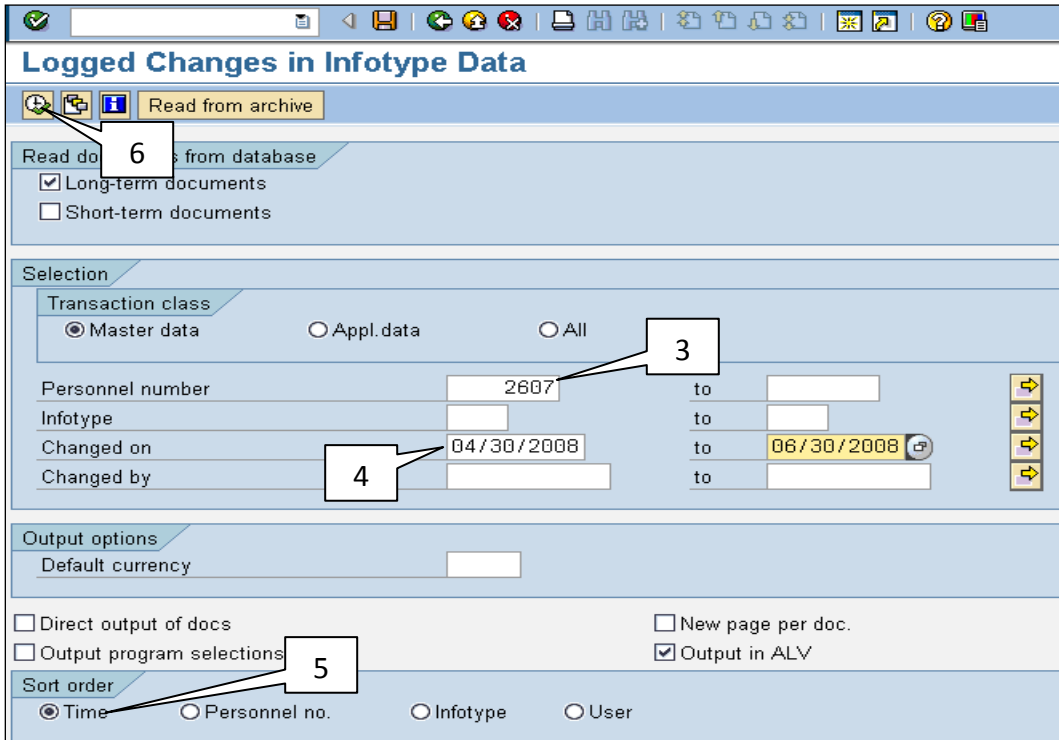
3. The *Transaction class* defaults to *Master data*. In the *Personnel number field,* enter the personnel numbers to be viewed.
4. In the *Change on Field*, enter the specific change date, or a certain interval period to be viewed.
5. For *Sort order*, select the sort preference for the report.
6. <Execute> [icon] to create the report.
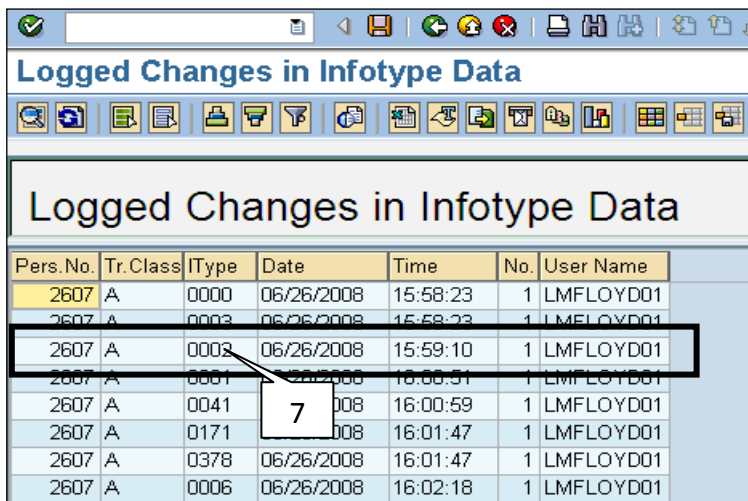
7. This screenshot reflects the reporting data for personnel number 2607 and is sorted by time. The information provided shows when changes were made to the various infotypes, and who made them. To drill down and view changes, click within one of the lines.

This screenshot provides more detail regarding the information changed by LMFLOYD01.

Return back to the main reporting screen, <Back> ![Back icon].

When finished, exit out of the report, <Exit> ![Exit icon].

Pre-Processing Infotype Check Report (Missing Infotype Report)

The *Missing Infotype Report* is known as *Pre-Processing Infotype Check report* and reflects only those infotypes which are missing for a designated employee.

Action Steps:

1. Enter *ZPYUSR0002_A* in the command field. <Enter> ![checkmark icon] .

![SAP Easy Access menu screenshot showing the command field with ZPYUSR0002_A entered, labeled 1]
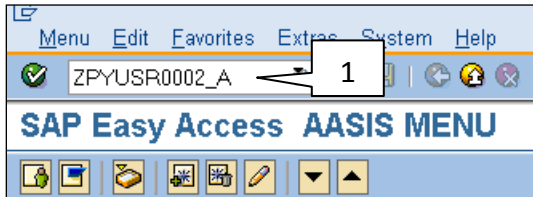
2. *Period* provides the end user multiple selection choices.

![Pre-Processing Infotype Check Report screenshot showing Period selection options: Today, Current month, Current year, Up to today, From today, Other period selected with Data Selection Period 01/01/2008 To 06/30/2008, Person selection period 01/01/2008 To 06/30/2008, Payroll period button, labeled 2]
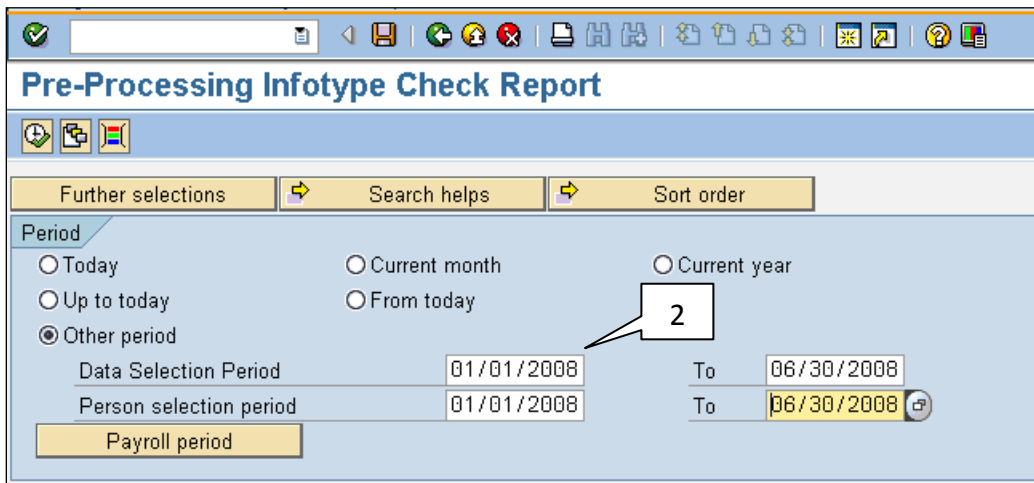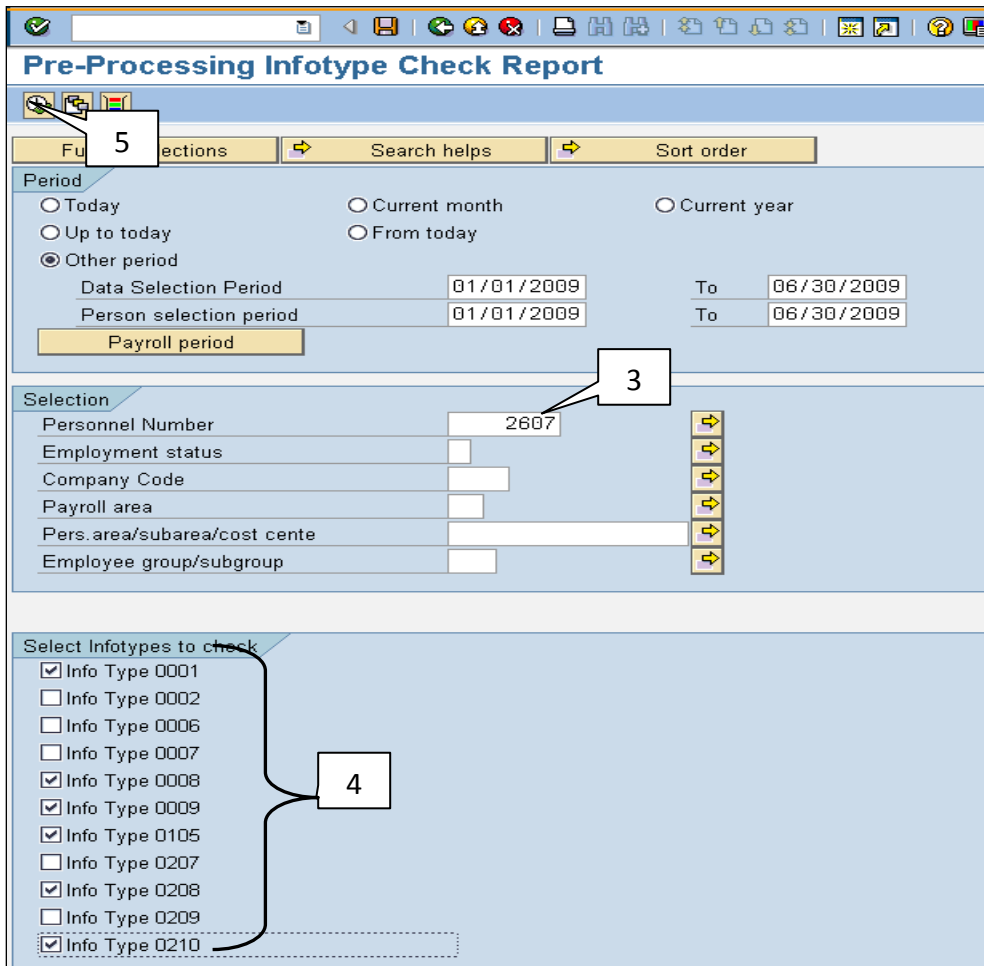
Payroll period allows the user to select a specific pay period by entering a pay period number per the *Bi-Weekly Schedule of Pay Periods.*

![Pre-Processing Infotype Check Report screenshot showing Payroll period section: Payroll area 11, Current period selected, Other period 11 2008, Period button with arrow]
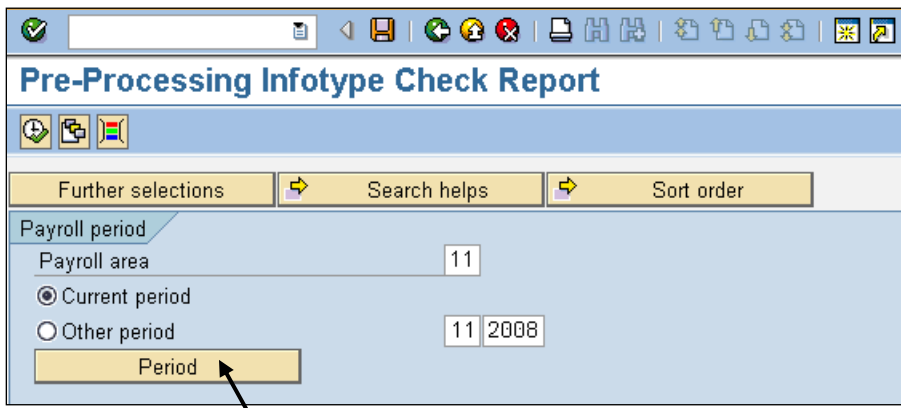
Press this button to switch between periods.

3. Enter the *Personnel number(s) or Personnel area.*
4. Select the infotypes to verify.
5. <Execute> ⊕.
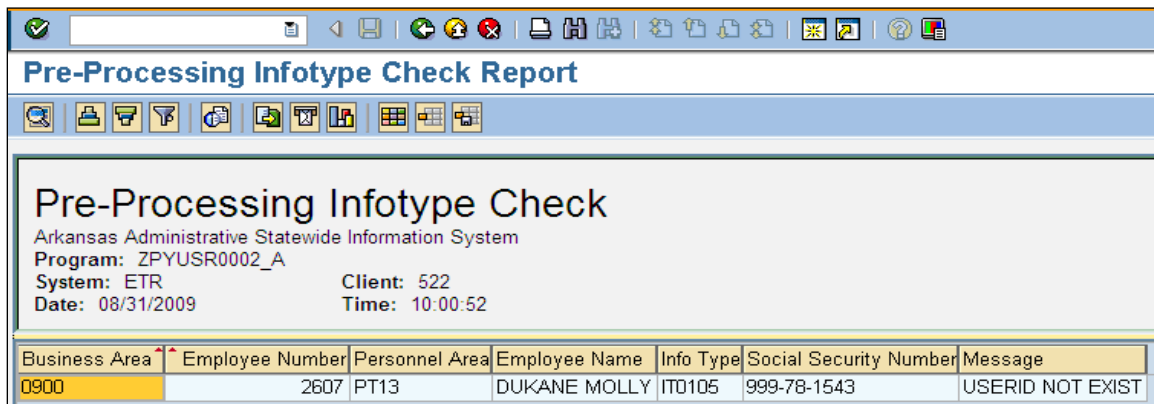
This screenshot reflects the report which allows for a review of any missing infotypes. Use *PA30* to review the infotype and make any corrections required.

Business Area	Employee Number	Personnel Area	Employee Name	Info Type	Social Security Number	Message
0900	2607	PT13	DUKANE MOLLY	IT0105	999-78-1543	USERID NOT EXIST

<Exit> 🏠 to exit the report.

Employment Reporting Form

The *Employment Reporting Form* report provides agencies data to complete the monthly Employment Reporting Form as required by the Bureau of Legislative Research. Agencies may review the number of monthly new hires, separations, transfers, total number of employees, total number of vacant positions, overtime and compensatory time paid, and compensatory time used. The report also provides the total number of employees reported the previous month.

For accurate information, this report must be generated on or after the Thursday following the last Payroll Exit Date of the OPM month. The Agency Personnel Management role is required to access this report.

Action Steps:

1. Enter *ZERF* in the command field. <Enter> ![check icon] .
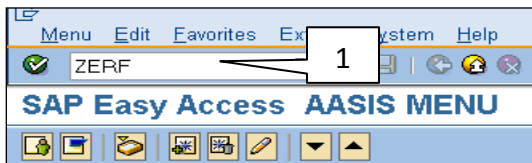
2. In the *Reporting Period*, enter the *OPM Month and Year*. The OPM payroll month can be determined by reviewing the OPM Bi-Weekly Schedule of Pay Periods.
3. In the *Selection Criteria*, enter agency number in the *Business Area* field or by entering a specific personnel number in *Personnel Number* field.
4. Leave *Summary Report* and *Actions* as defaults**.** If the Summary Report is selected, it provides a total number for the selection criteria of both Actions and Overtime/Comp Time consisting of monthly new hires, separations, transfers, total number of employees, total number of vacant positions, overtime and compensatory time paid, and compensatory time used.
5. <Execute> ![execute icon] .

If an action is processed in the period for a date outside the period, it will be reflected in the Total Employees or Total Vacant Positions count because the report is run by key date NOT effective date. However, if an action is processed outside the period for a date inside the period, it may not be reflected in the Hires or Separations totals. The totals reflect the information requested by the Bureau of Legislative Research.

```
Employment Reporting Form


PROGRAM: ZPAPAR0013_EMP_RPTING_FORM           Arkansas Administrative Statewide Information System
TIME:  10:29:18 CLIENT                                   Employment Reporting Form


REPORTING PERIOD IS FOR OPM Month 12 OPM YEAR 2008 11/16/2008  -  12/13/2008

TOTAL PREV EMPLOYEES            0
TOTAL EMPLOYEES               375
TOTAL VACANT POSITIONS         52
TOTAL HIRES                     0
TOTAL SEPARATIONS               0
TOTAL OT/COMP WAGES PAID           0.00
TOTAL COMP HOURS USED              0.00
```

The following definitions apply for the report:
- *Total Prev Employees* are all employees on the payroll in a regular state position in the previous OPM payroll month.
- *Total Employees* are all employees on the payroll in a regular state position.
- *Total Vacant Positions* are all vacant positions not including extra help or board member positions. This report includes both budgeted and unbudgeted positions.
- *Total Hires* include any employee hired, rehired, transferred in, promoted in, transferred from extra help to a regular position, or reemployment of a retiree. All hires are in regular state positions.
- *Total Separations* include terminations, retirements, transfers to other business areas, or transfers to extra help positions. This count only includes employees who vacate a regular state position (EE Group 1).
- *Total OT/Comp Wages Paid* includes regular employee overtime paid, emergency overtime paid, automatic compensatory payouts, and generated payouts through Time Quota Compensation (IT0416).
- *Total Comp Hours Used* is the total combined hours taken for CP10 (Compensatory Time @ 1.0) and CP15 (Compensatory Time @ 1.5)